



Comprehensive Emergency Management Framework

Emergency Operations Plan

Volume 4, Response Framework

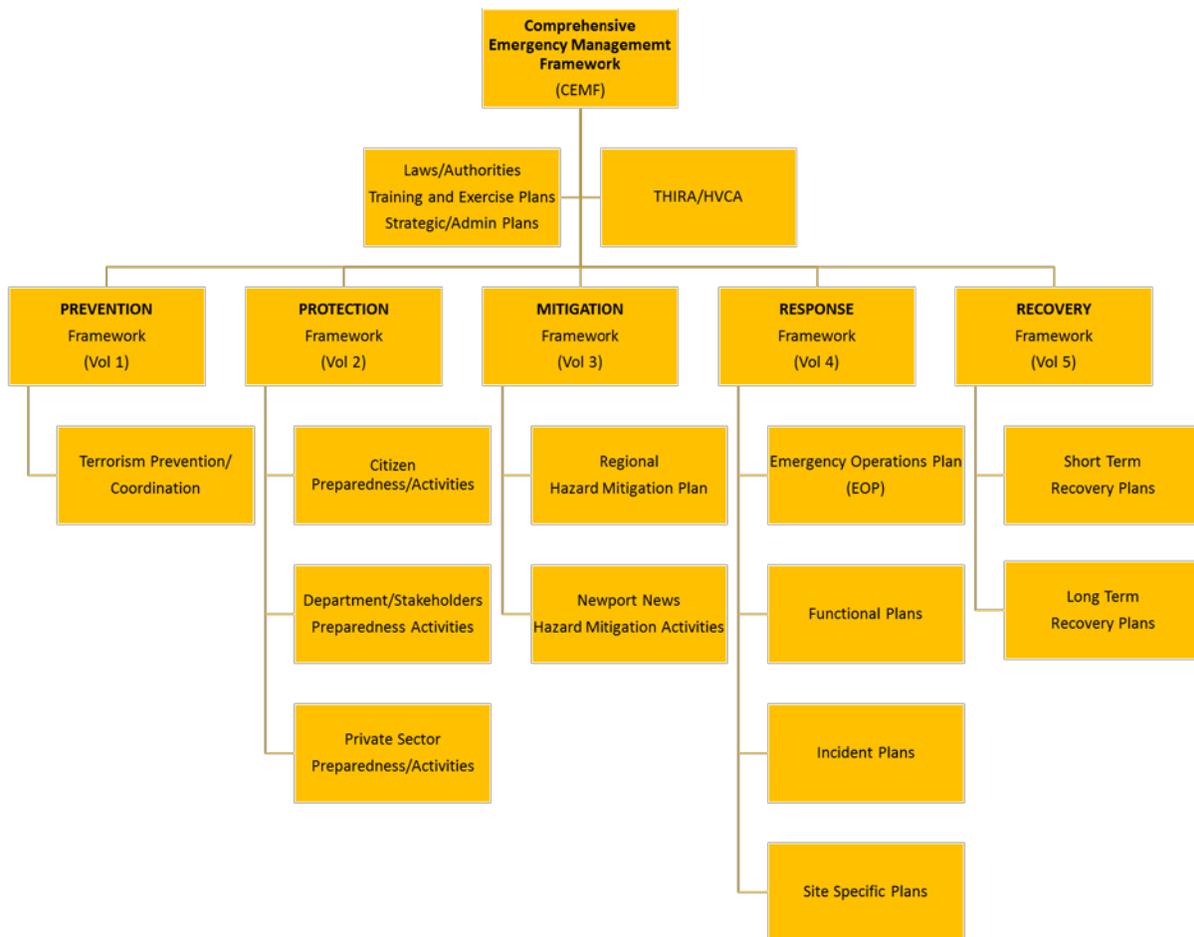
Prepared by:
Division of Emergency Management

Effective for
2015 – 2019

Approved
October 27, 2015
City Council Resolution # 12855-15

Executive Summary

This Response Framework is Volume 4 of the Newport News Comprehensive Emergency Management Framework (CEMF). It is comprised of the Emergency Operations Plan (EOP) as well as technical support documents such as functional plans, incident/event specific plans and site plans. The following indicates the CEMF and the relationship of the Response Framework to the other elements.



In accordance with the National Preparedness Goal, this framework addresses the following 15 core capabilities: planning, public information and warning, operational coordination, critical transportation, environmental response/health and safety, fatality management services, infrastructure systems, mass care services, mass search and rescue operations, on-scene security and protection, operational communications, public and private services and resources, public health and medical services, and situational assessment.

It is the intent of all components of the CEMP to ensure an inclusive relationship with all departments, commissions, agencies as well as participating private and non-profit organizations (NGOs). The City of Newport News also cooperates with state and federal partners (hereafter collectively referred to as “stakeholders”). It is understood that all of the participating stakeholder organizations have independent authorities and responsibilities and that they have agreed to cooperate under this common response framework.

The primary goal of this framework is to respond to the consequences of a disaster agent such as blocked roadways, power outages, displaced persons, etc. utilizing a tiered series of guidelines and plans with each level becoming more specific to response tasks. This EOP is appropriate for public dissemination however the technical supporting documents referenced typically contain sensitive information and are continually updated to adapt to changing conditions and capabilities. For this reason they are designated for official use only (FOUO). DEM welcomes questions and discussions with interested citizens about the city’s plans, however copies will only be provided following a legal review of a Freedom of Information Act (FOIA) request.

This plan is part of a larger system of inter-related plans at the local, state and federal levels. They are developed upon the National Response Framework (NRF) and the principles of the National Incident Management System (NIMS). The inter-related nature of the plans and incident management are designed to allow maximum coordination and cooperation between responders from all levels of government.

The process conforms to the principle that local government is primarily responsible for management of the response to the consequences of most incidents. Unless otherwise specified under the law, State and Federal resources are provided to support, not supplant the efforts of the local government. In accordance with this principle, the local and mutual aid resources are expended first, and if the resources are insufficient in any way, the Newport News Director of Emergency Management or designee, requests assistance from the state. This assistance may be provided peer-to-peer from state agencies, or specifically under the direction of the governor. In the event of a major emergency or disaster, federal assistance is requested by the city, through the governor to the president, via the Department of Homeland Security, specifically the Federal Emergency Management Agency (FEMA). FEMA coordinates the response and resources from the Federal government.

The City of Newport News has officially adopted the NIMS Incident Command System (ICS) for on-scene incident management. In the event of large scale and/or multiple incidents requiring support, a Multi-Agency Coordination System (MACS) may be activated at the NN Emergency Operations Center (NN-EOC) or alternative location. As the title implies, this MACS will serve as the conduit for resource requests, information and will provide policy guidance to the field Incident Commander(s) as needed.

The decision to activate the Newport News Emergency Operations Center (EOC) is made by the Newport News Director of Emergency Management, Emergency Management Coordinator or

by the Deputy Coordinator of Emergency Management. Activation is based on a request from an Incident Commander or department head, the actual or expected impact from an event such as an approaching storm, or to provide support to neighboring jurisdictions.

The personnel assigned to the NN-EOC are expected to have decision-making authority to negotiate and coordinate their respective organization's response and recovery activities with the other organizations in order to accomplish common goals and objectives. Having key personnel co-located in the NN-EOC for the duration of the emergency expedites decisions and promotes face-to-face coordination. Redundant systems are available within the NN-EOC to provide communications between the NN-EOC representatives and their respective field personnel and Division staff, as well as higher levels of government.

Most incidents that occur in the City of Newport News are handled by field incident command and there is no need for the NN-EOC to be activated. There are other incidents where EOC activation is appropriate, for the purpose of support in the form of Multi-Agency Coordination (MACs), policy and/or Area Command in the event of multiple incidents. Significant events will likely require both field incident command and EOC activation.

Staffing in the NN-EOC will vary depending on the dynamic needs presented by the disaster agent. Some functions such as evacuation or sheltering may be needed immediately and others such as damage assessment may not come into play until later.

Emergency management activities occur in a cyclical pattern and include many transitional activities as shown in the following diagram. This illustrates examples of activities, where they fall within the cycle and their relationship with the response phase addressed in this plan.



Figure 1

Table of Contents

- Comprehensive Emergency Management Framework..... 1**
- Executive Summary 2
- Promulgation 7
- Administrative Handling Instructions 8
 - Planning Contact Information 8
 - Record of Changes 8
- I. Introduction 9
- II. Purpose..... 10
- III. Legal Authority 10
 - A. Newport News Code of Ordinances 11
 - B. Newport News Resolutions 11
 - C. Additional..... 11
- IV. Scope 11
- V. Situation Overview 12
- VI. Planning Assumptions..... 16
- VII. Potential Disaster Impacts 17
- VIII. Incident Management 18
 - A. Priorities..... 18
 - B. Management System 19
 - C. Large Scale or Complex Incidents 20
 - D. Role of the Emergency Operations Center..... 21
- IX. Concept of Operations..... 22
 - A. General 22
 - B. Declaration of a Local Emergency 24
 - C. Potential Impediments to Rapid Response and Recovery 24
 - D. Resource Management and Finance 25
 - E. Continuity of Operations (COOP)..... 26
 - F. Recovery 26
- X. Organization and Assignment of Responsibilities 27
 - A. Functional Responsibilities..... 28
 - B. Supporting Organizations 35
 - C. Role of Elected Officials 36
 - D. Staff Augmentation 37
- XI. Plan Development, Training and Evaluation..... 38
 - A. Plan Development and Maintenance 38
 - B. Training..... 39
 - C. Evaluation 39
- Appendices..... 40
 - Glossary of Key Terms 41
 - Acronym List 45
 - Local Declaration By Emergency Management Director - Template 47
 - Local Declaration of Emergency - Template 48
 - Termination of Local Emergency - Template..... 50
 - Succession of Authority 51
 - Adopting Resolution 54
 - Responsibilities Matrix..... 56

Promulgation**CITY OF NEWPORT NEWS****OFFICE OF THE CITY MANAGER**

November 30, 2015

TO: All City of Newport News Departments
All Participating Organizations, Agencies and Jurisdictions

FROM: City Manager

SUBJECT: Emergency Operations Plan – Volume 4, Response Framework

The attached Emergency Operations Plan was approved by City Council October 27, 2015, (Resolution # 12855-15). The plan is for use in responding to major incidents and disasters within The City of Newport News. All organizations participating in emergency response and recovery activities are to follow the concepts and coordination systems specified in this plan and the applicable technical supporting plans and procedures.

It has been designed to serve to coordinate the activities of various organizations that may not interact on a daily basis, while recognizing the normal mission of the organization. Nothing in this plan is intended to interfere with the delivery of the organization's primary services; although during a crisis, resources may have to be temporarily redirected for the public good. As necessary, a local disaster declaration will be issued to address those issues.

While this plan serves as a policy level and guidance document, it is recognized that each incident is unique and may require some variations in implementation. Should issues arise, they are to be addressed through the Emergency Management Coordinator who will seek appropriate policy and/or legal advice to meet the specific needs of the emergency.


James M. Bourey

JMB:blwk
cc: R.B. Alley, III, Chief, Newport News Fire Department (NNFD)

Administrative Handling Instructions

This plan should be safeguarded, handled, transmitted, and stored in accordance with appropriate security directives from the Newport News Division of Emergency Management. While the Emergency Operations Plan is suitable for public distribution, the associated technical support documents including functional, incident and site specific plans and procedures are for official use only (FOUO). They typically contain sensitive information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Freedom of Information Act (FOIA) exemptions. Public inquiries may be discussed with the Deputy Coordinator of Emergency Management during normal business hours. As with any governmental document, if additional details are requested, then a request may be submitted for legal review.

Planning Contact Information

For all information pertaining to this plan, contact:

Division of Emergency Management

Emergency Management Planner

Newport News Fire Department

513 Oyster Point Road

Newport News, VA 23602

Phone: (757)-269-2903

Record of Changes

All changes are to be annotated on the master copy of the Newport News Emergency Operations Plan. Should the change be significant in nature, updates shall be made to applicable web pages. If not, changes will be reviewed and incorporated into the Plan during the next scheduled update.

DATE REVISED	PAGES REVISED	REVISED BY
1997	Adopted by City Council	
2000	Annexes and Support Functions Updated	Theresa J. Lazar Emergency Operations Planner
2004	Basic Plan, Annexes, and Support Functions Update	Emily A. Seward Emergency Operations Planner
September 26, 2006	Adopted by City Council	Carl Jackson Emergency Operations Planner
December 13, 2011	Revision of 2006 Plan	Doreen McAndrews Deputy Coordinator
2015	Entire Document	Jay Bowden, CEM Emergency Operations Planner

I. Introduction

The Newport News Emergency Operations Plan (EOP) has been developed in accordance with the requirements for local emergency planning established under Chapter 16, Article VII of the Code of Ordinances. This code derives its authority from the Code of Virginia Title 44 Chapter 3.2 -The Emergency Services and Disaster Law of 2000, as Amended in 2008 and is aligned with the National Response Framework (NRF) and National Incident Management System (NIMS). It meets the requirements of other State and Federal guidelines for local emergency management plans and programs. The Newport News EOP establishes the structure for a coordinated response to various types of natural, technological, and manmade emergencies, disasters or terrorist attacks.

The Newport News EOP provides a framework for the coordinated response to the types of emergencies and disaster events most likely to occur in Newport News. All participating agencies, departments and enterprises tasked in this plan are responsible for developing and maintaining the standard operating procedures and training necessary for implementing the assigned duties and functions described herein. Technical supporting documents such as functional plans, incident/event plans, site specific plans and procedures are to be consistent with this EOP and are to provide additional guidance relative their respective subject. The Newport News EOP is not meant to replace department or agency standard operating procedures. It is to be used when a situation calls for multiple departments and agencies to integrate into a single command structure, or when an incident escalates beyond the capabilities of the city and it is necessary to go outside the city for additional resources.

Response includes activities to address the immediate and short-term actions to preserve life, property, environment and the social, economic and political structure of the community. Response activities include:

- Search and rescue;
- Emergency shelter, housing, food and water;
- Emergency medical and mortuary services;
- Public health and safety;
- Decontamination following a chemical, biological or radiological incident;
- Removal of threats to the environment;
- Emergency restoration of critical services (electric and gas services, water, sewer, telephone);
- Transportation, logistics and other emergency services;
- Debris removal from rights of way;
- Private sector provision of needed goods and services through contracts or donations;
- Crime scene security, investigation, evidence collection;
- Damage assessment;
- Evacuation of threatened or devastated areas;

- Any other action deemed necessary to respond to and resolve immediate threats to the public or the environment.

The Newport News Division of Emergency Management (DEM) is responsible for required periodic updates and revisions to this document. The DEM will develop training and exercise programs to familiarize city personnel, emergency officials, volunteer organizations, and other appropriate private sector organizations with the provisions of the Newport News EOP. It is also responsible for the dissemination of emergency planning and response information to the citizens of Newport News. All participating agencies, departments and enterprises are responsible for understanding their roles within the Newport News EOP.

II. Purpose

The purpose of this plan is to provide the executive framework for the response to major emergencies and disasters. Specifically it addresses the coordination of response efforts for incidents requiring multi-agency coordination and those incidents which have community impact. The primary goal is to provide a framework for the expansion of normal incident response and to provide policy guidance and support to on-scene incident commanders.

- A. Identify the roles, responsibilities and actions required of participating agencies, departments and enterprises in preparing for and responding to emergencies and disasters;
- B. Ensure an appropriate response by the city, in coordination with State and Federal governments in managing emergencies or disasters, saving lives, preventing injuries, protecting property and protecting the environment;
- C. Provide for the integration and coordination of volunteer agencies and private organizations involved in emergency response and relief efforts;
- D. Provide a framework for maximizing delivery of essential services during adverse conditions, to the public, especially those most vulnerable;
- E. Establish the framework for all plans developed and used by participating agencies, departments and enterprises.

III. Legal Authority

The following are the primary laws and legal authorities pertaining to this plan. This is not a comprehensive list and laws may have changed since publication.

A. Newport News Code of Ordinances

For latest updates go to:

https://www.municode.com/library/#!/va/newport_news/codes/code_of_ordinances

- Chapter 16 Article VII: Emergency Management (see Appendix A)
- Charter of the City of Newport News, Chapter 4, Section 4.14; Emergency Ordinances
- Chapter 2, Article XX, Division 1, Sec. 2-555: Emergency Purchases
- Chapter 42: Water Supply Emergency
- Chapter 37.1 Article IV Sec.37.1-34: Stormwater Management Plan Requirements
- Chapter 28 Sec 28-4.1 Curfews After Declarations of Emergency

B. Newport News Resolutions

- Resolution 12855-15: A Resolution Adopting an Updated Emergency Operations Plan October 27, 2015
- Resolution 10927-05: A Resolution Adopting the National Incident Management System in Newport News Virginia. July 12, 2005
- Resolution 6534-90: A Resolution regarding the appointment of Applicant Agent. August 28, 1990

C. Additional

A more comprehensive list is provided for reference in the CEMF

- Code of Virginia Title 44 Chapter 3.2 -The Emergency Services and Disaster Law of 2000, as Amended in 2008
- Robert T. Stafford Disaster Relief and Emergency Assistance Act and Amendments (Volume VI Public Law 93-288 as amended by Public Law 100-707)

IV. Scope

The Newport News EOP uses the all-hazard approach that addresses a full range of complex and constantly changing requirements in anticipation of or in response to threats or acts of major disasters (natural or technological), terrorism and other emergencies. The EOP does not specifically address long-term reconstruction, redevelopment and mitigation measures as these are covered in separate documents. The EOP details the specific incident management roles and responsibilities of city departments and participating organizations involved in emergency management.

It is the intent of this plan and the DEM to have an inclusive, rather than exclusive, relationship with the other jurisdictions in Hampton Roads Region as well as state and federal departments which have a presence in and around Newport News. All are invited and encouraged to participate. Furthermore, DEM desires to include any private and/or non-profit organization that wants to contribute as a stakeholder to the development of this framework and its implementation during an expected, actual or training event.

It is understood that all of the participating organizations have the authority to create their own plans and to not participate in this plan. It is also understood that should any jurisdiction outside of the City of Newport News need the support that this plan could provide, that resources will be made available under normal mutual aid protocols.

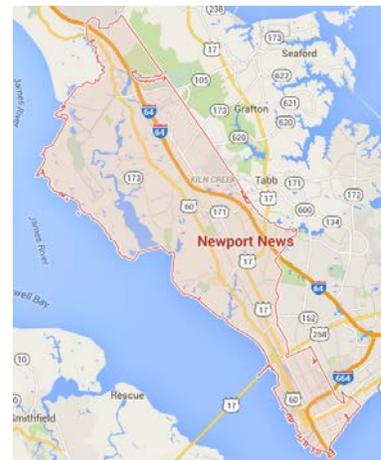
V. Situation Overview

A. Community Profile

As Virginia's fourth largest independent city, Newport News is managed by a Council-Manager form of government in which seven persons are elected to serve on the City Council. The City Manager (who also serves as the Director of Emergency Management) is appointed by the City Council. The City Council also appoints the City Attorney and the City Clerk.

The city of Newport News, Virginia has a land area of 70 square miles, and a population of 181,025 (2013 American Community Survey, 5-Year Estimates).

The City of Newport News is located in the coastal plain of Southeastern Virginia. The terrain is flat to rolling. Most of the city's land area drains into the James River and Hampton Roads. The city has 244 miles of shoreline (including inland areas and Fort Eustis).



B. Environment

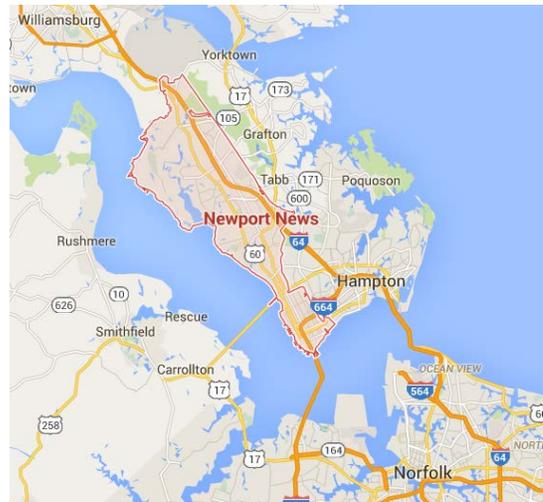
Weather is generally temperate and mild. Newport News has an average January temperature of 30 to 46 degrees, and an average July temperature range of 71 degrees to 85 degrees. The average annual precipitation is 46.4 inches of rainfall. The prevailing wind direction is from west to east.

C. Metropolitan

The city is part of the Hampton Roads Region, which has a population of over 1.6 million people.

The city is located on the Virginia Peninsula. Peninsula cities and counties bordering Newport News are the City of Hampton and York County to the east, and James City County the north.

The city is bounded on the west by the James River and on the south by the Hampton Roads. It is connected to the Southside Hampton Roads by the James River Bridge (US-17, which links the city to Isle of Wight County), by the Hampton Roads Bridge Tunnel (I-64, which connects the city to Norfolk), and by the Monitor-Merrimac Bridge Tunnel (I-664, which connects the city to Suffolk). The city's water front is part of the greater Port of Hampton Roads; the second largest port on the east coast.



The city's land area is 90 percent developed. The city is generally urban in character, but developed on lower-density suburban growth patterns. The south side of Newport News, the original city, was laid out in a grid system and features higher density development on smaller lots and multi-story buildings. Development north of Mercury Boulevard is in a lower-density pattern that led to the cluster and strip commercial development along the city's two arterials.

Interstate 64, a heavily traveled thoroughfare connecting the northeast to Hampton Roads, traverses the eastern part of the city. I-64 is a main route for commodities entering and exiting the port, and experiences a significant increase in traffic during the summer vacation months. The city also contains one commercial rail line, CSX, which carries a variety of bulk cargo, with an emphasis on the transport of coal. The Newport News Williamsburg International Airport is located near the center of the city.

D. Local Institutions

Christopher Newport University (CNU) is located on 260 acres in Newport News. CNU is a Virginia public institution offering 80 areas of study. CNU has an enrollment of approximately 5,000 students, with on-campus housing for over 3,000 residents.

Fort Eustis is located in north east Newport News and is part of the Joint Base Langley–Eustis. Fort Eustis is home to the U.S. Army Training and Doctrine Command (TRADOC) and the 128th Aviation Brigade.

Thomas Jefferson National Accelerator Facility (Jefferson Lab) is one of 17 national laboratories funded by the U.S. Department of Energy. The lab's primary mission is to conduct basic research of the atom's nucleus using the lab's particle accelerator.

Newport News Shipbuilding (Division of Huntington Ingalls Industries) is a private corporation located in historic downtown Newport News for well over 100 years. They build and service the U.S. Navy's aircraft carriers and submarines.

E. Historic Disaster Declarations

Since 1972, the City of Newport News has had 15 disasters of such magnitude that a Presidential Declaration was made to provide Federal Disaster Assistance. In addition, there were three additional "near misses" with included neighboring jurisdictions on the peninsula.

Year	Declaration Type	Disaster Number	Incident Type	Title
1972	DR	339	Flood	TROPICAL STORM AGNES
1977	DR	525	Freezing	ICE CONDITIONS
1993	EM	3112	Snow	SEVERE WINTER STORM
1996	DR	1135	Hurricane	HURRICANE FRAN AND ASSOCIATED SEVERE STORM COND...
1996	DR	1086	Snow	BLIZZARD OF 96 (SEVERE SNOW STORM)
1999	EM	3147	Hurricane	HURRICANE FLOYD EMERGENCY DECLARATIONS
1999	DR	1293	Hurricane	HURRICANE FLOYD MAJOR DISASTER DECLARATIONS
2000	DR	1318	Severe Storm	SEVERE WINTER STORMS
2003	DR	1491	Hurricane	HURRICANE ISABEL
2005	EM	3240	Hurricane	HURRICANE KATRINA EVACUATION
2006	DR	1661	Severe Storm	TROPICAL DEPRESSION ERNESTO, SEVERE STORMS AND FLOODING
2009	DR	1862	Severe Storm	SEVERE STORMS AND FLOODING ASSOCIATED WITH TROPICAL DEPRESSION IDA AND A NOR'EASTER...
2011	DR	4024	Hurricane	HURRICANE IRENE
2011	EM	3329	Hurricane	HURRICANE IRENE
2012	EM	3359	Hurricane	HURRICANE SANDY

F. Hazard Analysis Summary

HAZARD	FREQUENCY	IMPACT	EXPECTED EFFECTS	WARNING
Biological/Disease	Possible	Limited	Health, travel restrictions, reduced workforce	No Warning
Civil Unrest	Possible	Limited	Property damage, personal injury, loss of life	24 Hour
Dam Failure	Possible	Limited	Property damage, water disruption, loss of life	No Warning
Drought	Possible	Limited	Water shortages, civil unrest	Long-Term
Earthquakes	Unlikely	Negligible	Property damage	No Warning
Extreme Heat/Cold	Likely	Limited	Water shortage, power outages, loss of life	24 Hrs
Fire/Explosion	Likely	Limited	Property damage, personal injury	No Warning
Flood/Flash Flood	Highly Likely	Critical	Property damage, power outages, loss of life	No Warning
Hurricanes/Storms	Highly Likely	Catastrophic	Property damage, power outages, loss of life	24-72 Hrs
Rad/HazMat	Likely	Limited	Air/ground/water contamination, public safety	No Warning
Svr Thunderstorms	Highly Likely	Critical	Property damage, power outages	24 Hrs
Special Events	Likely	Limited	Disruption of traffic, public safety	24 Hour
Terrorism	Likely	Critical	Public safety, property damage, power outages, water contamination, loss of life	No warning
Tornadoes/Winds	Likely	Limited	Property damage, power outages, loss of life	No Warning
Transportation	Likely	Limited	Property damage, loss of life	No Warning
Winter Weather	Likely	Critical	Power outages, travel restrictions	24-48 Hrs

Figure 2

A more comprehensive description of specific threats, hazards and capabilities are found in the CEMF-Basic Plan.

The identification and evaluation of threats is an ongoing process. There are periods when some threats are higher than others and new threats emerge. Since the last update to this plan, for example, there has been the addition of new chemical threats from rail shipments of Bakkin crude oil through the northern part of the city, increasing cyber-attacks, and emerging diseases as well as evolving threats from both coordinated and single acts of terrorism which have an impact on response planning.

G. Capabilities Summary:

Newport News has a number of specialized capabilities which may be beneficial in response to a major incident or disaster. The following are just illustrative with additional details found in the CEMF as part of the Threat and Hazard Identification and Risk Assessment (THIRA):

Mobile Command Vehicle	Volunteer management system	CERT
Regional HazMat Team	Medical Reserve Corp	Debris Management
Marine Incident Response	Citizen alerting systems	ARES/RACES
Technical Rescue/USAR	Extensive traffic camera system	Bomb Squad
High water monitoring sensors	Generators for all critical city facilities	SWAT
3 hospital emergency rooms	Accredited Trauma Center	Medical shelter supplies
NWS Storm Ready designation	Warning sensors on reservoirs	EOC & 911 Backup sites

Several departments have achieved accreditations in their respective areas including Fire, Police, Public Works, and 911. In addition, the Fire Department has achieved a Class 1 Public

Protection Classification. The City also participates in the National Flood Insurance Program (NFIP).

VI. Planning Assumptions

- A. The City of Newport News must continue to function under all threat, emergency and disaster conditions. Continuity of government/continuity of operations plans must be developed in accordance with this Plan and the National Response Framework.
- B. Incidents are typically managed at the local government level. Local jurisdictions should not plan on the arrival of State response assets until approximately 24 hours after the incident while Federal response assets may not arrive for 72 hours or more.
- C. While citizens expect government to aid and assist them during disasters, personal preparedness and self-help are paramount.
- D. Government must be prepared to assist those who are most vulnerable to the threatening situation such as the elderly, very young, those with access and functional needs, as well as those who need assistance caring for themselves.
- E. An emergency or disaster can occur at any time and any location. It may create significant degrees of human suffering, property damage and economic hardship to individuals, governments, the environment and the business community.
- F. Information sharing occurs across multiple levels of government, the response community and the private sector.
- G. Citizens expect government to keep them informed and to provide guidance and assistance in the threat of or an actual emergency or disaster. Furthermore, they can be expected to make sound personal decisions when presented with information in a clear and concise manner.
- H. The premise of the National Response Framework, the State EOP and the Newport News EOP is that all levels of government share responsibility for working together in preventing, preparing for, responding to and recovering from the effects of an emergency or disaster event.
- I. Stakeholder organizations will respond to an incident to the extent of available resources. Once these resources have been exhausted, mutual aid will be requested. If these efforts are determined to be insufficient, requests will be made from the local to State and State to Federal government.
- J. With the increased possibility of terrorism and employment of weapons of mass destruction, any biological or technological incident must be approached as if it could be an act of terrorism.
- K. Modern technological systems and controls may become inoperable as a result of an event and even fall under the control of "cyber-terrorists" either causing and/or complicating the response to an event.
- L. The National Incident Management System (NIMS) will be utilized in the implementation of this plan.

Specifically the Incident Command System (ICS) will be utilized for all levels of response to control operations at the site of an incident of significance, emergency or disaster through a standard "command" system that unifies rapid and effective interagency response within the perimeter of the incident.

- M. Private and volunteer organizations will provide immediate life-sustaining relief which is not normally available from government resources to individuals and families. Local and/or State governmental agencies will assist these organizations by providing information, guidance and coordination of their relief efforts.

VII. Potential Disaster Impacts

Disasters can trigger many problems to our society directly or indirectly. The direct effects, such as structural damages, are obvious. Others may be less obvious or may result from cascading effects such as the loss of potable water due to pump failures caused by broken power lines. Long term economic disruptions have the potential to last for months or even years after a disaster. The following chart depicts some examples of these types of impacts.

POTENTIAL DISASTER IMPACTS	
Structural Damages/Loss	Utilities/Fuels
<ul style="list-style-type: none"> Housing Businesses Manufacturing 	<ul style="list-style-type: none"> Electricity Gas (Natural/LPG) Water/Sewerage
Health	<ul style="list-style-type: none"> Telephone (hardline/cellular) Data Networks (internet/cable)
<ul style="list-style-type: none"> Injuries/Disease Overloaded Medical Facilities Fatalities 	<ul style="list-style-type: none"> Fuels (gasoline, diesel, kerosene, etc.)
<ul style="list-style-type: none"> Mental Health/Moral (individual and community) 	Transportation
	<ul style="list-style-type: none"> Roadways (damaged/loss of use)
Economic	<ul style="list-style-type: none"> Rail (passenger and freight) Air
<ul style="list-style-type: none"> Loss of Jobs (temporary or permanent) Loss of Individual Income Loss of Business Income 	<ul style="list-style-type: none"> Water/Sewerage
<ul style="list-style-type: none"> Loss of Tax Revenue 	Cultural/Historical
<ul style="list-style-type: none"> Lower Bond Ratings 	<ul style="list-style-type: none"> Damages/loss of cultural/historical locations/communities Displaced residents/loss of neighborhood character
<ul style="list-style-type: none"> Higher Individual and Business Insurance Rates 	Environmental
Damaged Reputation	<ul style="list-style-type: none"> Loss of Trees Landscape Change (landslides, erosion, etc.)
<ul style="list-style-type: none"> Residents Leave Businesses Leave 	<ul style="list-style-type: none"> Chemicals/Hazardous Substance Contamination
<ul style="list-style-type: none"> New Businesses Don't Come New Residents Don't Come 	<ul style="list-style-type: none"> Changes to Habitat Debris Disposal

VIII. Incident Management

A. Priorities

The following are examples of incident management priorities and are listed as guiding principles only. Field supervisors/personnel are to employ discretion based on actual threats and available resources at any specific time.

- 1) Save Lives
 - Save human lives
 - Treat the injured
 - Warn the public to avoid further casualties
 - Shelter persons-in-place from the effects of the incident
 - Evacuate people from the effects of the incident
 - Shelter and care for those evacuated
- 2) Save Animals
 - Domestic pets
 - Livestock
- 3) Protect Property
 - Save property from harm/destruction
 - Take action to prevent further harm/loss
 - Provide security for property, especially in evacuated areas
- 4) Protect the Environment
 - Confine hazardous chemical releases to the smallest possible area
 - Prevent runoff from entering streams, ponds, lakes, rivers or sewers
 - Contain the chemical release
- 5) Stabilize the Economy

- Ensure access to businesses (such as debris clearance and road repair)
- Restore essential services/utilities
- Take action to prevent price gouging in the sale of essential goods, services and contracts
- Establish temporary housing and transportation for employees

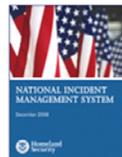
6) Restore the Community

- Ensure stable utility/transportation infrastructure
- Ensure access to workforce (available for work, proximity to housing, grocery stores, pharmacies and other businesses)
- Ensure adequate support institutions operational (like schools, day cares, houses of worship, parks, medical care) to support workforce and families
- Restore beautification programs and promote the welfare of the community

B. Management System

In compliance with Presidential Directive /HSPD-5 and the Commonwealth of Virginia Emergency Operations Plan (COVEOP), the National Incident Management System (NIMS) was adopted by the Newport News City Council by resolution 10927-05 on July 12, 2005.

National Incident Management System



- **What? . . .** NIMS provides a consistent nationwide template . . .
- **Who? . . .** to enable Federal, State, tribal, and local governments, the private sector, and nongovernmental organizations to work together . . .
- **How? . . .** to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents regardless of cause, size, location, or complexity . . .
- **Why? . . .** in order to reduce the loss of life and property, and harm to the environment.

NIMS Components



What Is ICS?

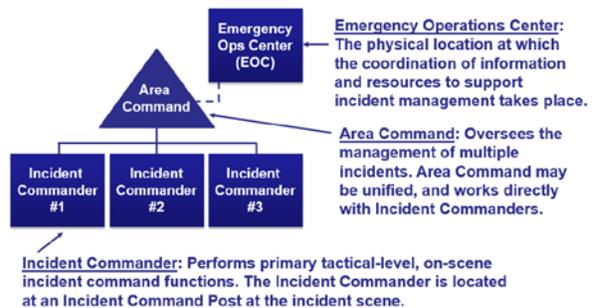
The Incident Command System:

- Is a standardized, on-scene, all-hazards incident management concept.
- Allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries.

C. Large Scale or Complex Incidents

In the event of large scale and/or multiple incidents requiring support, a Multi-Agency Coordination System (MACS) may be activated based upon the needs of the incident at the NN Emergency Operations Center (EOC) or other suitable location. As the title implies, this MACS will serve as the conduit for resource requests, information and will provide policy guidance to the field Incident Commander(s) as needed.

Key Terms



D. Role of the Emergency Operations Center

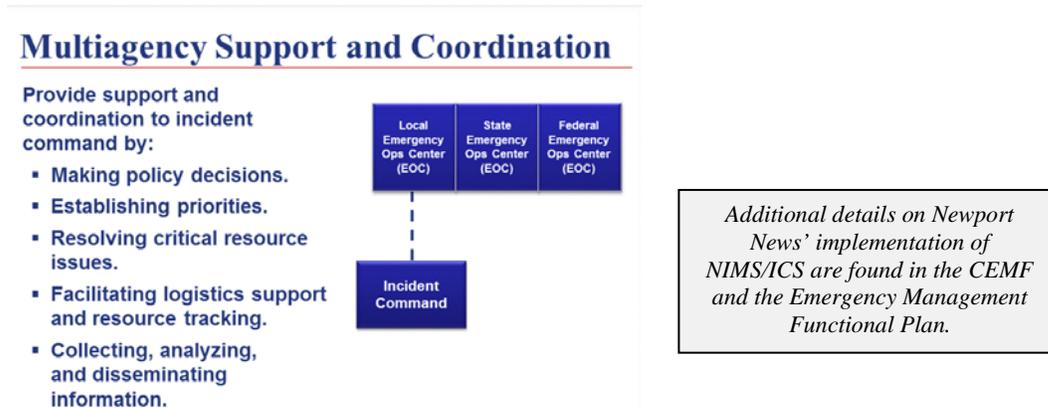


Figure 3

The personnel assigned to the EOC are expected to have decision-making authority to negotiate and coordinate their respective organization's response and recovery activities with the other organizations in order to accomplish common goals and objectives. Having key personnel co-located in the EOC for the duration of the emergency expedites decisions and promotes face-to-face coordination. Redundant systems are available within the EOC to provide communications between the EOC representatives and their respective field personnel and departmental staff, as well as higher levels of government.

Most incidents that occur in the City of Newport News are handled by field incident command and there is no need for the EOC to be activated. There are other incidents where an EOC activation is appropriate, for the purpose of support in the form of Multi-Agency Coordination (MACs), policy and/or Area Command in the event of multiple incidents. Significant events will likely require both field incident command and EOC activation.

Staffing in the EOC will vary depending on the dynamic needs presented by the disaster agent. Some functions such as evacuation or sheltering may be needed immediately and others such as damage assessment may not come into play until later.

The EOC is equipped with a variety of communications tools to maintain contact with the incident commander(s), departmental operations centers (DOC) as well as the State and others. These tools include:

WebEOC	CityWatch	EMnet
IPAWS	Regional WebEOC Server and boards	VDEM WebEOC Server and boards
Regional MSN database	NN Engineering GIS	NN Traffic Engineering traffic cameras
NN Traffic Engineering flood alarms	Dominion Power enhanced reporting	NN Security cameras
VDOT Highway cameras	Hurrevac	Hurritrack
SLOSH	Radiological maps/info	AM Radio station
ARES/RACES	CERT	Departmental Operation Centers
ALT EOC	UPS	Citizen Alerting
CRT	Thin clients	DEM SharePoint site

Details of EOC Management are found in the Emergency Management functional plan..

IX. Concept of Operations

A. General

1. This EOP and the associated functional plans, incident plans and other technical supporting documents provide the overall framework for responding to major incidents and disasters in the City of Newport News. All Departmental plans and supporting documents should support the concepts in this framework to ensure a consistent and coordinated response.
2. All or portions of this plan may be implemented upon the request of the Incident Commander, a departmental director, or representative to the DEM Director or designee. If not already implemented, it will be when a local state of emergency is declared.
3. If an incident is of such magnitude that significant coordination and/or resource support is required, then the EOC will be activated to the level needed to support the on-scene Incident Commander(s).
4. The decision to activate the EOC is made by the Newport News Emergency Management Director, Emergency Management Coordinator or by the Deputy Coordinator of Emergency Management, or their designees. Activation is based on an analysis of a widespread emergency or disaster that has or may impact all or part of the City of Newport News and/or to provide support to neighboring jurisdictions under a mutual aid request. Officials who may request the activation of the EOC include any Incident Commander, authorized city department representative or state agency.
5. The EOC will contact the Virginia Department of Criminal Justice Services and the Criminal Injury Compensation Fund to deploy if the event involves victims of crime as defined in § 19.2-11.01 as pursuant to §44.146.19E.
6. Partner organizations such as CNU, Ft. Eustis, Newport News Shipyard and Jefferson Labs work

closely with the Newport News emergency management program and are kept informed of activities affecting their organizations. In addition, they also provide mutual assistance as appropriate.

7. The Virginia Fusion Center provides a system for state and federal agencies working in conjunction with local partners to share resources, expertise, and/or information to better identify, detect, prevent, and respond to terrorist and criminal activity utilizing an all crimes/all hazards approach. The NNEOC, particularly the NNPD will coordinate and share incident and threat information with the Fusion Center regarding any actual or potential criminal or terrorist activities. *Additional information on the coordination process is found in the Emergency Management and Law Enforcement and Security functional plans.*
8. The following Preparedness Conditions reflect enhanced states of readiness. These Conditions will be communicated to the EOC staff and other key personnel as appropriate. Departments are to use this as a guide in preparing internal plans as applicable.

Condition 5: Routine Operations

Lead Time: 7+ days

Triggers: Normal weather conditions, no specific events foreseen

Actions: Planning, training, exercises and mitigation

Condition 4: Potential threat(s) identified in long range forecasting

Lead Time: 2-7 days

Triggers: Long range Hazardous Weather Outlook, hurricane models or identified special event

Actions: increased monitoring, expediting short term activities

Condition 3: Possible threat(s) identified in mid-range forecasting

Lead Time: 1-5 days

Triggers: within 5 day tropical forecast cone, within 1 day of Hazardous Weather Outlook

Actions: Increased preparedness, increased monitoring, begin to prepare for protective measures

Condition 2: Expected threats identified in short range forecasting

Lead Time: 0-48 hours

Triggers: NWS/NHC issues weather WATCH, or special event expected

Actions: Final preparedness, close monitoring, prepare to protective measures

Condition 1: Imminent/Occurring threat(s)

Lead time: 0-36 hours

Triggers: NWS/NHC issues weather WARNING, or event is imminent or are occurring

Actions: Implement protective measures, intensive monitoring, emergency response begins.

B. Declaration of a Local Emergency

When an emergency or disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated action to prevent or alleviate loss of life or property, the City of Newport News Council should declare an emergency to exist.

A local emergency may be declared by the local Director of Emergency Management (City Manager) with the consent of the governing body of the political subdivision. In the event the governing body cannot convene due to the disaster or other exigent circumstances, the Director, or in his absence, the Deputy Director (Emergency Management Coordinator), or in the absence of both the Director and Coordinator, any member of the City Council may declare the existence of a local emergency, subject to confirmation by the City Council at its next regularly scheduled meeting or at a special meeting within fourteen days of the declaration, whichever occurs first. The Director of Emergency Management, when in his judgment all emergency actions have been taken, shall take appropriate action to end the declared emergency. Confirmation should be accomplished at either a special meeting of the City Council or during a regularly scheduled meeting that will occur within the 14-day period following a declaration. The declaration of local emergency must be in accordance with Section 44-146.21, Chapter 3.2, and Code of Virginia. (<https://vacode.org/44-146.21/>)

Preceding the declaration of a local emergency, the DEM Coordinator will immediately advise VDEM of the declaration, coordinate with the City Attorney in the development of the official declaration, and a copy will be sent to VDEM in the most expeditious means.

C. Potential Impediments to Rapid Response and Recovery

Every disaster is different but there are a number of problems which may arise which could adversely impact the response and recovery. The following is by no means all inclusive but if these are addressed early and effectively the response and recovery activities will go much more smoothly.

- Roadway Access
- Debris/Refuge Removal
- Utility Restoration
- Unsolicited Donations (receive, sort, store, distribute, close-out)
- Protracted Recovery Planning Process
- Unclear Understanding of Codes/Zoning Requirements for Repair/Reconstruction
- Lengthy/Complicated Permitting and Inspections
- Legal, Social and/or Political Delays
- Delayed Insurance Settlements
- Uncoordinated Volunteer Management (over response or areas underserved)
- Extensive Damage to Key Infrastructure (requiring special design, parts/materials, labor)

- Loss of Community Services (grocers, fuel, pharmacies, housing, etc.)
- Workforce Shortages
- Protracted Business Recovery
- Inefficient Use of Available Resources (public, private and non-profit sources)
- Community Outlook and Conviction (Is it worth it? “back like it was” or “make it better”)

D. Resource Management and Finance

1. Resource management priorities are to utilize departmental assets first, followed by support from contractors or other city departmental assets, then by existing mutual aid agreements, and finally by request to the State. The only exception is when requesting assistance from the State from a peer agency such as law enforcement, transportation, etc.
2. The City of Newport News has emergency purchasing policies and procedures to support emergency response activities. The Purchasing Office and the Finance Department have personnel assigned as members of the EOC staff. *Additional information regarding emergency procurement is found in the City’s Purchasing Regulations and in the Logistics and Resource Management functional plan.*
3. Requests, beyond those commonly performed as mentioned above, are to be routed to the EM Director or designee for a formal request. That request will typically flow from the NN EOC, through the State EOC to the appropriate State agency. If the State cannot provide the necessary resource, they will make a request for Federal Assistance through FEMA.
4. While military base commanders have certain authority to provide limited assistance in local emergencies, formal requests and notifications must be made to the State EOC and up through FEMA to ensure the assets are properly approved, tracked and funded.
5. In some cases, local jurisdictions may be required to reimburse for State and/or Federal resources including use of the National Guard. It is imperative that resource requests properly identify all costs to the city and be approved for the expenditure of funds.
6. All costs related to the use of resources in support of a major incident are to be tracked for accounting purposes. This is necessary for supplemental funding requests and/or requests for reimbursement from responsible parties, insurance claims and/or State/Federal assistance.
7. All response costs must be borne first by the city. Federal disaster assistance administered by FEMA are reimbursement based, with the exception of a few grant programs specifically for pre-approved mitigation and reconstruction projects.

8. Mutual Aid agreements are in place between many city departments and peer departments in neighboring jurisdictions. These agreements contain provisions regarding how, when and costs related to implementation. These terms and conditions must be reviewed periodically and taken into consideration before implementation. In addition, the statewide mutual aid program, administered through VDEM, can be utilized as part of a request for State assistance. The City of Newport News participates in this system and may be called upon to provide assistance to other jurisdictions. For details: <http://www.vaemergency.gov/em-community/em-resources/sma>

E. Continuity of Operations (COOP)

9. Incidents of significance can interrupt, paralyze or destroy the ability of local and State government to carry out their executive, legislative and judicial functions. Therefore, it is important that each level of government build the capability to preserve, maintain and reconstitute its ability to function under the threat, or actual occurrence of, any major or catastrophic disaster that could disrupt governmental operations and services.
10. In order to be able to maintain critical services the departments should develop plans to ensure continuity of operations. These plans, referred to as Continuity of Operations Plans (COOP) or Business Continuity Plans (BCPs) provide a methodology for the department to identify vulnerabilities, capabilities, critical personnel/services/assets and identify strategies to respond to incidents in which they are essentially “victims” themselves.

Lines of succession for key department heads are found in The Succession of Authority Appendix.

F. Recovery

Recovery activities overlap response activities but if one were to try to differentiate them it would likely be at the point when the incident becomes stable and all of the search and rescue activities were completed. Short term recovery deals with meeting the immediate needs of those affected while long term recovery would include the full restoration of the community. Long term recovery can take years to complete.

The following is illustrative of the transition between response and recovery activities. Additional details will be found in the Recovery Framework, Volume 5 of the Comprehensive Emergency Management Framework

Short term recovery activities involve meeting the potential post disaster needs such as:

- Food/Water
- Food Storage/Cooking
- Fuel (vehicle/heat/etc.)
- Medicines/Supplies/Equipment

- Healthcare Services
- Mental Health/Support
- Childcare
- Household Items (non-food items)
- Shelter
- Furnishings
- Access to Funds (cash/credit)
- Legal/Claims Assistance
- Electricity (for food storage/preparation, HVAC, medical equipment, communications, etc.)
- Additional Security Support
- Assistance with Cleanup/Debris Removal
- Temporary/Permanent Repairs (workers and materials)
- Transportation

Longer term recovery involves actions and implementation of programs needed to help individuals and communities return to normal. Recovery programs are designed to assist victims and their families, restore institutions to sustain economic growth and confidence, rebuild destroyed property and reconstitute government operations and services. Recovery actions often extend long after the incident itself. Recovery programs include mitigation components designed to avoid damage from future incidents. Typical recovery actions may include:

- Repair and replacement of damaged public facilities (roads, bridges, dams/reservoirs, municipal buildings, schools, hospitals, qualified non-profits);
- Permanent housing and other assistance for disaster victims;
- Low-interest loans to help individuals and businesses with long-term rebuilding and mitigation measures;
- Restoration of public services (electric and gas services, water, sewer, telephone);
- Continued crisis counseling and mental health;
- Disaster unemployment;
- Long-term economic stabilization, community recovery and mitigation.

X. Organization and Assignment of Responsibilities

The following illustrates the primary and support responsibilities assigned to each emergency function. It generally does not include State, Federal, and other private and/or non-profit organizations which may

During an emergency, the primary and support organizations will not typically be assembled as a group. The primary department is responsible for the activation of their respective plans and serving as a conduit for information flow with the EOC.

have a role in a specific incident.

A. Functional Responsibilities

Agriculture, Natural & Cultural Resources	
<p>PRIMARY:</p> <ul style="list-style-type: none"> ▪ Parks, Recreation & Tourism <p>SUPPORT:</p> <ul style="list-style-type: none"> ▪ Codes Compliance/Zoning ▪ Health ▪ Planning <p>COORDINATION:</p> <ul style="list-style-type: none"> ▪ Local Veterinarians ▪ Local Cultural Organizations 	<p>Responsible for protection of agricultural, natural and cultural resources. Responsibilities include:</p> <ul style="list-style-type: none"> ➤ Pet sheltering ➤ Coordinate any food safety issues with Health ➤ Coordinate preservation of historic properties and cultural resources ➤ Animal health (animal disease outbreaks) ➤ Coordinate USDA emergency food with Mass Care & Human Services ➤ Coordinates with VA ESF 11
Communications (Infrastructure and Services)	
<p>PRIMARY:</p> <ul style="list-style-type: none"> ▪ Information Technology <p>SUPPORT:</p> <ul style="list-style-type: none"> ▪ Communications Division (911) <p>COORDINATION:</p> <ul style="list-style-type: none"> ▪ Communications Service Providers ▪ Amateur Radio 	<p>Responsible for coordinating actions to assure provision of required communications and telecommunication systems to support disaster personnel. Communication support includes:</p> <ul style="list-style-type: none"> ➤ Restoration of essential communication networks/systems ➤ Communications interoperability among response units ➤ Primary and back-up communications systems ➤ Communications to and from EOC ➤ Establish and manage amateur radio capabilities ➤ Establish remote IP connections ➤ Coordinates with VA ESF 2

Emergency Management	
<p>PRIMARY:</p> <ul style="list-style-type: none"> ▪ Emergency Management Director or designee <p>SUPPORT:</p> <ul style="list-style-type: none"> ▪ City Manager’s Office ▪ Division of Emergency Management ▪ City Attorney ▪ Department Heads or designees 	<p>Responsible for overall direction and control of major emergencies and disasters including policy, resource and other assistance to on-scene Incident Commanders and support operations.</p> <ul style="list-style-type: none"> ➤ Provide policy and executive support to field operations ➤ Perform the Area Command and MACS NIMS functions as required from the EOC ➤ Provide situational awareness including forecasts, situational reports, damage assessment, etc. ➤ In coordination with Incident Commander(s), direct public protective actions including sheltering in place and/or evacuations. ➤ Provide direction for the release of emergency public information ➤ Prepare declarations of emergency and other directives ➤ Coordinates with VA ESF 5
Emergency Public Information	
<p>PRIMARY:</p> <ul style="list-style-type: none"> ▪ Communication and Community Relations Office <p>SUPPORT:</p> <ul style="list-style-type: none"> ▪ Newport News Television (NNTV) ▪ Information Technology ▪ Emergency Management 	<p>Responsible to coordinate the continuous flow of and disseminate timely information and instructions to the public using all available methods of communication before, during and after an incident.</p> <ul style="list-style-type: none"> ➤ Coordinate with news media services ➤ Manages flow of official information via social media outlets and the City’s website ➤ Disseminate information via NNTV and the city’s AM radio station ➤ Conducts rumor control activities ➤ Produces and distributes EPI via flyers, brochures, etc. as needed ➤ Liaises with dignitaries, community representatives and official inquires ➤ Coordinates with VA ESF 15

Energy	
<p>PRIMARY:</p> <ul style="list-style-type: none"> ▪ Public Works <p>SUPPORT:</p> <ul style="list-style-type: none"> ▪ Dominion Power ▪ Virginia Gas <p>COORDINATION:</p> <ul style="list-style-type: none"> ▪ Compressed Gas Suppliers ▪ Gasoline/Diesel Fuel Providers 	<p>Responsible for coordination with energy providers to ensure access to products and services.</p> <ul style="list-style-type: none"> ➤ Liaison between the City and providers as to system/supply assessments, access, repair and restoration ➤ Energy forecasting ➤ Fuel supply chain monitoring, access and distribution ➤ Liaison with VA ESF 12
Fire Services	
<p>PRIMARY:</p> <ul style="list-style-type: none"> ▪ Fire <p>SUPPORT:</p> <ul style="list-style-type: none"> ▪ Fort Eustis ▪ Newport News Shipyard ▪ Newport News-Williamsburg International Airport 	<p>Provide fire prevention and suppression, and coordinate firefighting activities.</p> <ul style="list-style-type: none"> ➤ Liaison with VA ESF 4
Hazardous Materials	
<p>PRIMARY:</p> <ul style="list-style-type: none"> ▪ Fire (HAZMAT and Bomb Units) <p>SUPPORT:</p> <ul style="list-style-type: none"> ▪ Div. of Emergency Management ▪ Health ▪ Public Works ▪ VA Dept. of Emergency Management (VDEM) 	<p>Provide response capabilities to mitigate threats and provide for public protection to the actual or threatened release of hazardous substances including explosive devices and radiological materials. Responsibilities include:</p> <ul style="list-style-type: none"> ➤ Develop and maintain emergency response capabilities based on local threats ➤ Participate in the PLEPC and related EPA initiatives ➤ Coordinate with other public safety departments/divisions regarding threat, training and response protocols ➤ Liaison with VA ESF 10

Law Enforcement and Security	
<p>PRIMARY:</p> <ul style="list-style-type: none"> ▪ Police <p>SUPPORT:</p> <ul style="list-style-type: none"> ▪ Fire Marshal – Fire Department ▪ Parks, Recreation & Tourism ▪ Public Works-Security Division ▪ Sheriff’s Department 	<p>Responsible for maintaining public peace, enforcing laws of the jurisdiction, and providing public security functions. Responsibilities include:</p> <ul style="list-style-type: none"> ➤ Law enforcement activities ➤ Operational and personnel security ➤ Controlling ingress and egress to disaster scene(s) ➤ Liaison between response operations and criminal investigation activities ➤ Coordination with State and Federal law enforcement agencies ➤ Liaison with VA ESF 13
Logistics and Resource Management	
<p>PRIMARY:</p> <ul style="list-style-type: none"> ▪ Purchasing <p>SUPPORT:</p> <ul style="list-style-type: none"> ▪ Budget Office ▪ Operation Blessing International (OBI) ▪ DEM/CERT ▪ All Departments ▪ Volunteer and non-profit organizations (VOAD and NGOs) 	<p>Ensure adequate resource support to ensure timely response and initial recovery activities. Responsibilities include:</p> <ul style="list-style-type: none"> ➤ Expedited response to resource requests ➤ Ensuring proper tracking of requests and expenditures ➤ Coordination with departmental procurement and warehousing personnel ➤ Coordinate needs assessments, services being provided, volunteers and donations management ➤ Manage commodities distribution (PODS) ➤ Coordinate mutual aid and military assistance ➤ Ensure timely demobilization of rented, borrowed or mutual aid resources ➤ Coordinate with VA ESF 7 and ESF 16 and ESF 17

Mass Care	
<p>PRIMARY:</p> <ul style="list-style-type: none"> ▪ Human Services <p>SUPPORT:</p> <ul style="list-style-type: none"> ▪ American Red Cross ▪ Community Services Board ▪ Emergency Management ▪ Health ▪ School Administration ▪ VOAD-(Vol Orgs Active in Disasters) and other non-profit orgs 	<p>Coordinate all aspects of mass care including:</p> <ul style="list-style-type: none"> ➤ Establish and participate in the operation of Evacuation Assembly Centers (EAC) in the event of an evacuation due to an actual or threatened release of nuclear materials ➤ Establish and participate in the operation of Family Assistance Center (FAC) ➤ Establish and participate in the operation of Refuges of Last Resort (ROLR) for evacuees who cannot reach safety due to an approaching weather event ➤ Establish and operate emergency shelters. ➤ Coordination with short term housing assistance ➤ Coordinate with Logistics and Resources Management regarding needs assessments, commodities distribution as well as donations and volunteer activities. ➤ Support the administration of state and federal individual assistance programs for disaster victims ➤ Coordinate with assistance programs offered by VOAD and other non-profit organizations ➤ Coordinate the VA ESF 6

Public Health and Medical Services	
<p>PRIMARY:</p> <ul style="list-style-type: none"> ▪ VA Dept. of Health <p>SUPPORT:</p> <ul style="list-style-type: none"> ▪ Fire (EMS) ▪ Bon Secours Mary Immaculate Hospital ▪ Riverside Regional Medical Center ▪ Sentara Port Warwick <p>COORDINATION:</p> <ul style="list-style-type: none"> ▪ Local Health Care Providers 	<p>Planning and response for this function is the responsibility of the State in partnership with local health care providers. Responsibilities include:</p> <ul style="list-style-type: none"> ➤ Surveillance and control of communicable diseases and threats to public health ➤ Coordination of health care providers ➤ Receipt and distribution of emergency medical supplies such as the Strategic National Stockpile (SNS), vaccines, Vendor Managed Inventory, etc. ➤ Monitoring & regulation of food establishments ➤ Provide for vector and rodent control ➤ Provide technical guidance on matters affecting the public’s health and medical protocols. ➤ Triage and treatment of victims on- scene ➤ Transport of injured victims ➤ Emergent, Intermediate, and Intensive care to include surgical procedures ➤ Medical system overload/surge capacity ➤ Critical Incident Stress Management (CISM) for emergency workers and disaster victims ➤ Coordination with Fatality Management ➤ Coordinate with VA ESF 8

Public Works and Engineering	
<p>PRIMARY:</p> <ul style="list-style-type: none"> ▪ Public Works ▪ Engineering <p>SUPPORT:</p> <ul style="list-style-type: none"> ▪ Parks and Recreation ▪ Waterworks 	<p>Responsible for providing technical advice and evaluations, engineering systems, construction management and inspection, and opening / maintaining roadways. Responsibilities include:</p> <ul style="list-style-type: none"> ➤ Emergency roadway clearance ➤ Infrastructure protection and emergency restoration ➤ Emergency assistance and support for first responders with construction equipment ➤ Peninsula water system ➤ Storm and waste water management ➤ Debris and solid waste management ➤ Building services and security ➤ City asset management ➤ Engineering services ➤ Codes and permitting ➤ Transportation infrastructure) ➤ Environmental management ➤ Coordinate with Transportation Function regarding the overall transportation infrastructure matters ➤ Coordinate with VA ESF 3
Search and Rescue	
<p>PRIMARY:</p> <ul style="list-style-type: none"> ▪ Police ▪ Fire <p>SUPPORT:</p> <ul style="list-style-type: none"> ▪ DEM ▪ Parks and Recreation ▪ Sheriff's Office 	<p>Responsible for locating and rescuing lost, missing, trapped and/or unaccounted for persons. Responsibilities include:</p> <ul style="list-style-type: none"> ➤ Utilization for tracking and investigation reports of persons who may have become lost, missing or unaccounted for related to an emergency or disaster ➤ Deploy specialized search teams and tactics to find the individual(s) ➤ Deploy specialized rescue resources ➤ Develop a network of external resources with applicable skills/equipment and integrate them in SAR operations as applicable ➤ Coordinate with VA ESF 9

Transportation (Infrastructure and Services)	
<p>PRIMARY:</p> <ul style="list-style-type: none"> ▪ Engineering <p>SUPPORT:</p> <ul style="list-style-type: none"> ▪ Airport ▪ Public Works ▪ Schools ▪ Vehicle and Equipment Services <p>COORDINATION:</p> <ul style="list-style-type: none"> ▪ Amtrak/CSX ▪ Port Authority 	<p>Responsible for maintaining infrastructure, delivery of services and coordinating transportation support. Tasks include:</p> <ul style="list-style-type: none"> ➤ Provide status of systems and infrastructures ➤ Maintain/restore systems and infrastructure ➤ Assist with movement of people and resources ➤ Prioritize transportation routes for movement of people and materials ➤ Traffic restrictions and transportation safety ➤ Traffic Flow ➤ Coordinate with VA ESF 1

B. Supporting Organizations

The following list is representative of external organizations supporting this plan. Depending on the circumstances, additional organizations may also participate.

ORGANIZATION	RESPONSIBILITIES
American Red Cross (ARC)	The American Red Cross is authorized to provide assistance in accordance with the Statement of Understanding between the Commonwealth of Virginia and the National American Red Cross. The ARC will assist with emergency and disaster mass care, and volunteer and donations management activities.
Amateur Radio Service/Radio Amateur Civil Emergency Service (ARES/RACES)	The ARES/RACES program will provide backup voice and packet emergency communications for the City EOC to the State EOC, and voice communications with shelters and critical facilities as agreed to with the DEM Coordinator, within organizational capabilities as outlined in the ARES/RACES/City MOU.
Community Service Board	The Newport-News/Hampton Community Services Board will provide crisis counseling for disaster victims in Emergency Shelters.
National Weather Service (NWS)	The Wakefield office of the NWS provides weather information to local and state agencies. The National Weather Service in Wakefield also provides advice and evaluation regarding local weather conditions.
Living Interfaith Network (LINK)	The Living Interfaith Network (LINK) will provide emergency winter sheltering and feeding for the homeless through the PORT program, and provide general emergency sheltering for the homeless population during severe weather incidents.
Operation Blessing International (OBI)	Operation Blessing serves as the lead agency for Spontaneous Unaffiliated Volunteers (SUVs) and manages a Volunteer Reception Center.
Peninsula Agency on Aging (PAA)	The Peninsula Agency on Aging (PAA) will coordinate with Emergency Management and Schools for transportation to assist in evacuation of the aged, and provide representatives in shelters to assist in providing special needs and services for the aged.

Salvation Army	The Salvation Army is authorized to assist state and local governments, and as such is permitted to operate in emergency and disaster situations in accordance with the Statement of Understanding between the Salvation Army and the Commonwealth of Virginia. The Salvation Army can provide services to disaster workers; spiritual ministry; mass feeding; individual feeding; emergency shelter; distribution of clothing, food, furniture, and household supplies; and registration and identification.
U.S. Coast Guard (USCG)	USCG will provide warning to ships and boats in affected coastal areas, assist in coastal evacuation upon request, and are primarily responsible for coastal waterway emergency response.
Virginia Organizations Active in Disaster (VOAD)	The Virginia Organizations Active in Disaster functions in times of natural or man-made emergencies in order to foster more effective service to people affected by disaster.
Virginia Department of Emergency Management (VDEM)	VDEM will operate the State Warning Point, transmit information via the Virginia Criminal Information Network (VCIN), receive requests for assistance, coordinate state actions, and coordinate for assistance from federal agencies. In addition, the VDEM Regional Coordinator will act as liaison officer between local emergency management and the State Coordinator. VDEM will also provide the Regional Hazardous Materials Officer.
Virginia Department of Transportation (VDOT)	VDOT will establish and maintain the Hurricane Evacuation Transportation Plan, establish the Traffic Control Center, and coordinate emergency evacuation procedures.
Virginia Marine Resources Commission (VMRC)	VMRC will assist in search and rescue in tidal waters, in damage assessment of marine resources, and in water transportation of individuals
Virginia State Police (VSP)	VSP will provide traffic control on state highways, assist in evacuation procedures, and provide law enforcement support.
Virginia Criminal Injuries Compensation Fund (VCICF)	VCICF operates Family Assistance Centers (FAC's) and provides financial assistance to victims of crimes under VA Code 19.2-368.1.

C. Role of Elected Officials

The Executive/Senior Official (elected official, city/county manager, agency administrator, etc.) is responsible for the incident. In most jurisdictions, responsibility for the protection of the citizens rests with the chief elected official. Along with this responsibility, by virtue of their office, these people have the authority to make decisions, commit resources, obligate funds, and command the resources necessary to protect the population, stop the spread of damage, and protect the environment.

Having the responsibility does not mean that the Executive/Senior Official assumes a command role over the on-scene incident operation. Rather, the Executive/Senior Official:

- Provides policy guidance on priorities and objectives based on situational needs and the Emergency Plan.
- Oversees resource coordination and support to the on-scene command from the Emergency Operations Center or through dispatch.

Typically, the Executive/Senior Official is not at the scene of the incident, but must have the ability to communicate and meet with the Incident Commander as necessary.

Executives/Senior Officials delegate authority to the designated Incident Commander for on-scene operations. The Incident Commander is accountable to the Executive/Senior Official but has the complete authority to direct the operation.

Direct tactical and operational responsibility for conducting incident management activities rests with the Incident Commander, while the Executive/Senior Official plays a vital coordination role.

ELECTED OFFICIALS CHECKLIST

Council Members, Mayor, other Elected and Appointed Officials

- Become familiar with this plan and how the city's incident management system operates.
- Follow recommendations related to forecasts and warnings and encourage employees and constituents to do so as well by implementing your personal and business/departmental emergency plans.
- Establish two way communications with the Mayor/City Manager while serving as a conduit between government and your constituents.
- Ask how you can best assist. Support the plans and processes in place to facilitate rapid and efficient response and recovery activities.
- If you manage an office which has responsibilities in the City's emergency plans, ensure the appropriate resources are assigned to fulfil those responsibilities. If not, be ready to volunteer assistance to other departments if needed.
- Coordinate meetings and/or press briefings to avoid conflicts and ensure the city speaks with one voice.
- Be available should an emergency meeting of the City Council be needed.
- Engage with and facilitate actions requiring legislation resulting from the disaster and subsequent recovery activities.
- Immediately begin the process of identifying persons and activities to assist with community recovery and mitigation activities and communicate those with the Mayor/City Manager.
- Consider delaying activities which could create additional strain on security and/or create additional congestion.

D. Staff Augmentation

Following a major event, additional staffing may be required to bolster existing capabilities and/or to provide relief personnel. The table below provides examples of when and what augmentation may be required. It correlates the NIMS/ICS Incident Types to the level of impact and the expected need for external assistance. *(Additional information is found in the Logistics and Resource Management Functional Plan.)*

Incident Type	Level of Impact	Definition
Type III	Local	An incident affecting one or more local jurisdictions in the Hampton Roads region. Some Hampton Roads jurisdictions are not affected and can provide mutual aid support to jurisdictions affected by the incident.
Type II	Regional	An incident affecting many local jurisdictions in the Hampton Roads region. A few Hampton Roads jurisdictions may have limited or no impacts from the incident. These jurisdictions can provide mutual aid support to several, but not all of the impacted jurisdictions. A heavy reliance on the Statewide Mutual Aid (SMA) program and limited reliance on out of state resources provided through the national Emergency Management Assistance Compact (EMAC) is expected.
Type I	Catastrophic	An incident significantly affecting most local jurisdictions in the Hampton Roads Region, and potentially many other jurisdictions within Virginia. SMA resources will be limited due to the widespread impact; heavy reliance on EMAC and federal resources is expected.

XI. Plan Development, Training and Evaluation

A. Plan Development and Maintenance

This edition of the Basic Plan supersedes all other versions of this plan and is effective immediately for planning, training and exercising, preparedness and response operations.

1. Responsibility for the maintenance and regular updating of this plan rests with the DEM. Each participating organization will provide support and input for the appropriate technical supporting documents as determined by the DEM. Each participating organization with a role in an emergency shall develop its own emergency operation plan in support of the Newport News EOP. These plans and procedures will indicate how the agency, department or enterprise will implement its specific support to the Newport News EOP. Copies of these plans are to be submitted to the Newport News DEM and will be appendices to this Plan.
2. Each department will train staff members on their responsibility under the Plan and ensure they understand how they fit into the overall management of an

emergency situation. The Newport News DEM will regularly test and review the Plan.

3. Under the Code of Virginia, “Every four years, each local and inter-jurisdictional agency shall conduct a comprehensive review and revision of its emergency operations plan to ensure that the plan remains current, and the revised plan shall be formally adopted by the locality's governing body.”
4. If needed, minor revisions during the interim period may be approved by the City Manager, with any major revisions requiring resubmittal to the City Council.

B. Training

1. The DEM is responsible for providing training on this plan to the stakeholder representatives and the EOC staff. A training plan will be available in the CEM Framework and in the Emergency Management functional plan. Typically there will be initial training for new representatives and annual refresher training. Additional training will be conducted as needed when the plan is updated and/or when job specific training is required.
2. EOC staff and responders will receive applicable ICS training. This training will be described in the CEM Framework – Training Plan.
3. During increased readiness conditions, accelerated or refresher training for emergency operations staff and emergency response coordinators may be conducted by the DEM.

C. Evaluation

1. In addition, this plan should be tested through scheduled exercises and/or actual events at least once year. Tabletop exercises and functional exercises should be considered when full-scale exercises are not practical because of financial or operational reasons. Emergency notification lists should be verified every six (6) months.
2. DEM will review and revise procedures following critiques of actual emergency or disaster operations or exercises where deficiencies were noted. During each event review, DEM will submit appropriate sections to plan participants for review. Recommendations for changes, revisions or updates to the Plan and the applicable supporting plans and documents shall be forwarded to DEM for review, publication and distribution to holders of the Plan. If no changes, revisions or up-dates are required, DEM shall be notified in writing by the department head that the respective plans have been reviewed and are considered valid and current.
3. Stakeholder representatives will be notified of all applicable changes/updates to this plan.

Appendices

Glossary of Key Terms

Access and Functional Needs

Populations whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who are older adults, who are children; who are from diverse cultures; who have limited English proficiency or are non-English speaking; or who are transportation dependent

Amateur Radio Emergency Services

A public service organization of licensed amateur radio operators who have voluntarily registered their qualifications and equipment to provide emergency communications for public service events as needed

Command Section

One of the five functional areas of the Incident Command System. The function of command is to direct, control, or order resources, including people and equipment, to the best possible advantage.

Emergency

Any occurrence, or threat, whether natural or man-made, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property or natural resources and may involve governmental action beyond that authorized or contemplated by existing law because governmental inaction for the period required to amend the law to meet the exigency would work immediate and irrevocable harm upon the citizens or the environment of the City of Newport News.

Decontamination

The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the Hazardous Materials/HAZMAT.

Emergency/Disaster/Incident

An event that demands a crisis response beyond the scope of any single line agency or service and that presents a threat to a community or larger area. An emergency is usually an event that can be controlled within the scope of local capabilities; a major emergency or disaster usually requires resources beyond what is available locally.

Emergency Alert System

A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission (FCC) to operate in a controlled manner to warn and inform the public of needed protective actions in the event of a disaster or emergency situation.

Emergency Operations Center

A facility from which government directs and controls its emergency operations; where information about the status of the emergency situation is officially collected, assimilated, and reported on; where coordination among response agencies takes place; and from which outside assistance is officially requested.

Emergency Management

The preparation for and the carrying out of functions (other than functions for which military forces are primarily responsible) to prevent, protect, mitigate, respond to and recover from natural or manmade disasters. These functions include fire-fighting, police, medical and health, rescue, warning, engineering, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving the public health, safety, and welfare.

Exercise

An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties; and demonstrate operational capability. There are three specific types of exercises: tabletop, functional, and full scale.

Evacuation

Assisting people to move from the path or threat of a disaster to an area of relative safety.

Family Assistance Center (FAC)

A centralized location where a seamless service delivery system built on multi-agency coordination will result in the effective dissemination of information and assistance to all impacted families. A FAC is the management and organizational framework to handle the victims dealing with an incident of mass casualties. The FAC offers counseling and information on the current situation in a safe and secure location.

Federal Disaster Assistance

Aid to disaster victims and/or state and local governments by federal agencies under provisions of the Robert T. Stafford Relief and Emergency Assistance Act of (PL 93-288).

Geographic Information System (GIS)

A computer system capable of assembling, storing, manipulating, and displaying geographically referenced information, i.e., data identified according to their locations.

Hazardous Materials (HazMat)

Substances or materials that may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored or disposed of, which may include materials that are solid, liquid, or gas. Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, or corrosive materials, and radioactive materials.

Hazardous Materials Emergency Response Plan

The plan was developed in response to the requirements of Section 303 (a) of the Emergency Planning and Community Right-to-Know Act (Title III) of Superfund Amendments and Reauthorization Act of 1986. It is intended to be a tool for our community's use in recognizing the risks of a hazardous materials release, in evaluating our preparedness for such an event, and in planning our response and recovery actions. This plan is separate from the county's Emergency Operations Plan.

Incident Command System

A model for disaster response that uses common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span of control, pre-designed facilities, and comprehensive resource management. In ICS there are five functional elements: Command, Operations, Logistics, Planning and Finance/Administration.

Incident Commander

The individual responsible for the management of all incident operations.

Initial Damage Assessment Report

A report that provides information regarding overall damage to public and private property, thereby providing a basis for emergency declaration and/or disaster assistance.

Integrated Communications Plan

This plan coordinates the use of available communications means and establishes frequency assignments for certain functions.

Joint Field Office

The central coordination point among federal, state and local agencies and voluntary organizations for delivering recovery assistance programs.

Local Emergency

The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant

coordinated local government action to prevent, or alleviate loss of life, property damage, or hardship. Only the Governor, upon petition of a local governing body, may declare a local emergency arising wholly or substantially out of a resource shortage when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate the hardship or suffering threatened or caused thereby.

Local Emergency Planning Committee

Appointed representatives of local government, private industry, business, environmental groups, and emergency response organizations responsible for ensuring that the hazardous materials planning requirements of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) are complied with.

Mitigation

The effort to reduce loss of life and property by lessening the impact of disasters.

Mutual Aid Agreement

A written agreement between agencies and/or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and/or equipment in an emergency situation.

National Response Framework

Is a guide to how the nation conducts all-hazard response. It is built upon scalable, flexible and adaptable coordinating structures to align key roles and responsibilities across the nation.

National Weather Service

The federal agency which provides localized weather information to the population, and during a weather-related emergency, to state and local emergency management officials.

Preparedness

The development of plans to ensure the most effective, efficient response to a disaster or emergency. Preparedness activities are designed to help save lives and minimize damage by preparing people to respond appropriately when an emergency is imminent. Preparedness also includes establishing training, exercises and resources necessary to achieve readiness for all hazards, including weapons of mass destruction incidents.

Presidential Declaration

A presidential declaration frees up various sources of assistance from the federal government based on the nature of the request from the governor.

Situation Report

A form that will highlight the City of Newport News' bi-daily incident status. A copy of each will be submitted to VDEM via fax or submitted through the Virginia Department of Emergency Management website.

State of Emergency

The condition declared by the Governor when, in his judgment, a threatened or actual disaster in any part of the state is of sufficient severity and magnitude to warrant disaster assistance by the state to supplement local efforts to prevent or alleviate loss of life and property damage.

Superfund Amendments and Reauthorization Act of 1986

Established federal regulations for the handling of hazardous materials.

Unified Command

Shared responsibility for overall incident management as a result of a multi-jurisdictional or multi-agency incident. In the event of conflicting priorities or goals, or where resources are scarce, there must be a clear line of authority for decision-making. Agencies contribute to unified command by determining overall goals and objectives, jointly planning for tactical activities, conducting integrated tactical operations and maximizing the use of all assigned resources.

Victim

A person who has suffered physical, psychological or economic harm as a direct result of the commission of a felony, assault and battery, stalking in violation, sexual battery, attempted sexual battery, maiming or driving while intoxicated in violation (Source [§19.2-11.01B](#)).

Acronym List

Acronym	Definitions	Acronym	Definitions
AAR	After Action Report	ICS	Incident Command System
ARC	American Red Cross	IDAR	Initial Damage Assessment Report
ARES	Amateur Radio Emergency Services	IMS	Incident Management System
CADS	Computer Aided Dispatch System	INAR	Incident Needs Assessment Report
CDC	Center for Disease Control	IR	Information and Reporting
CDE	Committed Dose Equivalent	JBLE	Joint Base Langley Eustis
CSB	Community Services Board	JPIC	Joint Public Information Center
DEM	Division of Emergency Management	LAN	Local Area Network
DHS	Department of Homeland Security	LEPC	Local Emergency Planning Committee
DOD	Department of Defense	LNO	Liaison Officers
EAP	Employee Assistance Program	LINK	A non-profit agency for the homeless
EAS	Emergency Alert System	LPPA	Local Partnership & Performance Agreement
ECC	Emergency Communications Center	MMRS	Metropolitan Medical Response System
EIC	Emergency Information Center	MOA	Memorandum of Agreement
EIT	Emergency Information Team	MOU	Memorandum of Understanding
ELT	Emergency Locator Transmitters	MRC	Medical Reserve Corp
EMS	Emergency Medical Services	MSCA	Military Support to Civilian Authorities
EOC	Emergency Operations Center	NIMS	National Incident Management System
EOF	Emergency Operations Facility	NNPD	Newport News Police Department
EOP	Emergency Operations Plan	NNPS	Newport News Public Schools
EPA	Environmental Protection Agency	NRC	Nuclear Regulatory Commission
EPCRA	Emergency Planning Community Right to Know Act	NOAA	National Oceanic and Atmospheric Administration
EPZ	Emergency Planning Zone	NOB	Naval Operations Base Norfolk
ESF	Emergency Support Function	NTSB	National Transportation Safety Board
FAA	Federal Aviation Administration	NWS	National Weather Service
FBI	Federal Bureau of Investigation	NWR	National Weather Radio
FEMA	Federal Emergency Management Agency	OCME	Office of the Chief Medical Examiner
FSDO	Flight Standards District Office	ORF	Norfolk International Airport
GIS	Geographic Information System	PAA	Peninsula Agency on Aging
HREMC	Hampton Roads Emergency Management Committee	PDA	Preliminary Damage Assessment
HRMMRS	Hampton Roads Metropolitan Medical Response System	PDRTF	Peninsula Disaster Recovery Taskforce
HRPDC	Hampton Roads Planning District Commission	PEMS	Peninsula Emergency Medical Service

HRSD	Hampton Roads Sanitary District	PHC	Peninsula Health Center
HTW	Hazardous Toxic Waste	PHF	Newport News/Williamsburg Intl Airport
IAP	Incident Action Plan	PHMP	Peninsula Hazard Mitigation Plan

Acronym	Definitions	Acronym	Definitions
PIO	Public Information Officer	SRD	Self-Reading Dosimeter
PLEPC	Peninsula Local Emergency Planning Committee	STORM	Special Tool for Omni-Directional Radial Measurements
PORT	A winter shelter program for homeless.	TEDE	Total Effective Dose Equivalent
PRVOAD	Peninsula Regional Voluntary Organizations Active in Disasters	USCG	U.S. Coast Guard
PVOAD	Peninsula Virginia Organizations Active in Disasters	VCIN	Virginia Criminal Information Network
RACES	Radio Amateur Civil Emergency Service	VDEM	Virginia Department of Emergency Management
REM	Measures levels of radiation exposure	VDOT	Virginia Department of Transportation
REMTAC	Regional Emergency Management Technical Advisory Committee	VDF	Virginia Defense Force
RRF	Ready Reserve Force	VDH	Virginia Department of Health
SA	Situation Analysis Coordinator	VDP	Virginia Dominion Power
SALTT	Size, Amount, Location, Type and Time	VEOC	Virginia Emergency Operations Center
SACR	Search and Rescue	VMRC	Virginia Marine Resources Commission
SARA	Superfund Amendments and Reauthorization Act	VNG	Virginia Natural Gas
SITREP	Situation Report	VOAD	Virginia Organizations Active in Disaster
SO	Safety Officer	VSP	Virginia State Police
SOD	Special Operations Division	WHO	World Health Organization
SOP	Standard Operating Procedures	WMD	Weapons of Mass Destruction
SPS	Surry Power Station		

Local Declaration By Emergency Management Director - Template

(To be printed on official letterhead)

WHEREAS, the Director of Emergency Management of the City of Newport News does hereby find:

- 1. That due to threatening the area on _____ the City of Newport News is facing dangerous conditions;
- 2. That due to _____ beginning at or about ___ on _____, a condition of extreme peril to life and property necessitates the proclamation of the existence of a local emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that an emergency does now exist throughout the City of Newport News; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said emergency, the powers, functions, and duties of the Division of Emergency Management of the City of Newport News shall be/were those prescribed by State Law and the Ordinances, Resolutions, and approved plans of the City of Newport News in order to mitigate the effects of said emergency.

Date: _____

Emergency Management Director
City of Newport News Commonwealth of Virginia

Attest: _____

City Council
City of Newport News
Commonwealth of Virginia

Local Declaration of Emergency - Template

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF NEWPORT NEWS, VIRGINIA, CONFIRMING AND RATIFYING THE DECLARATION OF A LOCAL EMERGENCY ISSUED BY THE NEWPORT NEWS DIRECTOR OF EMERGENCY MANAGEMENT ON _____, MADE NECESSARY BY _____.

WHEREAS, Section 44-146.21 of the Code of Virginia, 1950, as amended, prescribes necessary actions precedent to a declaration of a local emergency; and

WHEREAS, Section 16-70 of the Code of the City of Newport News designates the city manager as the Director of Emergency Management; and

WHEREAS, the Section 44-146.21 prescribes two methods for declaring an emergency: the first is accomplished by the local Director of Emergency Management with the consent of the governing body; the second is accomplished by the Director of Emergency Management without the initial consent of the governing body, but such declaration must be confirmed by the governing body at a meeting within fourteen days of the emergency declaration; and

WHEREAS, it was necessary and proper for the city manager, acting in his capacity as Director of Emergency Management, on _____, to declare a local emergency in Newport News, Virginia, arising from _____, without first obtaining the consent of the Council of the City of Newport News, Virginia (the "Council") and confirmation by the Council is now required by law; and

WHEREAS, the Council is satisfied that _____ constituted a real and substantial threat to health and safety of persons and property in the City of Newport News, Virginia, and that it necessitated a declaration of local emergency.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Newport News, Virginia:

1. That it hereby confirms and ratifies the Declaration of Local Emergency made on _____, by the Director of Emergency Management and such declaration shall be effective until the emergency occasioned by _____ is declared terminated by this Council.
2. That it understands and confirms that the Declaration of Local Emergency empowered the Director of Emergency Management with special authority and duties, said authority and duties being defined by the laws, rules, regulations and plans of the United States of America, the Commonwealth of Virginia and the City of Newport News.

3. That it understands and confirms that when, in judgment of this Council, all needed emergency actions have been taken, appropriate action to end the declared local emergency will be taken.

4. That this resolution shall be in effect on and after the date of its adoption, _____.

Termination of Local Emergency - Template

RESOLUTION NO. ____

A RESOLUTION OF THE COUNCIL OF THE CITY OF NEWPORT NEWS, VIRGINIA, TERMINATING THE DECLARATION OF LOCAL EMERGENCY, MADE NECESSARY BY _____, WHICH WAS DECLARED BY THE NEWPORT NEWS DIRECTOR OF EMERGENCY MANAGEMENT ON _____, AND CONFIRMED BY CITY COUNCIL PURSUANT TO RESOLUTION NO. _____ ON _____.

WHEREAS, Section 44-146.21 of the Code of Virginia, 1950, as amended, prescribes actions necessary to issue and terminate a declaration of a local emergency; and

WHEREAS, it was necessary and proper for the Newport News Director of Emergency Management to declare a local emergency for the City of Newport News on _____, to protect the safety and health of citizens as a result of _____; and

WHEREAS, City Council confirmed the declaration of local emergency pursuant to Resolution No. _____, which was adopted on _____; and

WHEREAS, City Council is satisfied that a continuation of the declaration of local emergency is no longer warranted or necessary for the health and safety of the City's residents.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Newport News, Virginia, that the declaration of local emergency in Newport News, Virginia, which was made necessary by _____, is terminated effective _____.

Succession of Authority

Continuity of Government is critical to the successful execution of emergency operations. Therefore, the following lines of succession are specified in anticipation of any contingency, which might result in the unavailability of the ranking member of the response hierarchy. The decision-making authority for each organization or service function is listed below by position in decreasing order. The department/division heads provide updated contact information to the Division of Emergency Management twice each year.

DEPARTMENT	ORDER	TITLE
City Council	1	Mayor
	2	Vice Mayor
	3	Council Member
	4	Council Member
	5	Council Member
	6	Council Member
City Manager	1	City Manager
	2	Asst City Manager
	3	Asst City Manager
Assessor	1	City Assessor
	2	Deputy Assessor
Budget & Evaluation	1	Director
City Attorney	1	City Attorney
	2	Deputy City Attorney
	3	Deputy City Attorney
City Clerk	1	City Clerk
	2	Chief Deputy City Clerk
City Sheriff	1	Sheriff
	2	Colonel
	3	Major
Codes Compliance	1	Director
	2	Assistant Director
	3	Zoning Administrator
	4	Code Enforcement Admin/Bldg. Official
Commissioner of Revenue	1	Commissioner
	2	Chief Deputy
Commonwealth's Attorney	1	Commonwealth's Attorney
	2	Chief Deputy
Development, Department of	1	Director
	2	Assistant Director
	3	Assistant Director
Emergency Management	1	Deputy Coordinator

	2 Planner 3 Emergency Management Technician 4 CERT Program Manager
Engineering	1 Director 2 Assistant Director 3 Chief of Environmental Engineering 4 Chief of Operations Engineering 5 Chief of Transportation Engineer 6 Chief of Civil Design Engineering 7 Manager of Development Plan Review 8 Manager – Technical Support 9 Assistant Chief of Transportation Engineering
Finance	1 Acting Director of Finance 2 Accounting Manager
Fire	1 Fire Chief 2 Deputy Fire Chief 3 Assistant Chief, EMS Operations 4 Battalion Chief, Special Operations Assistant Chief, Training 5 Battalion Chief, Support Services
Health Department	1 Director 2 Nurse Manager 3 District Planner
Human Resources	1 Director 2 Asst Director
Human Resources	3 Human Resources Generalist, Sr.
Human Services	1 Director 2 Deputy Director 3 Administrative Support Bureau Sup
Information Technology	1 Director 2 IT Project Manager C 3 IT Project Manager C
Communications & Community Relation	1 Director of Communications 2 Asst to the Communications Director 3 Coordinator of Public Information/ Media Relations
Internal Auditor	1 Internal Auditor 2 Information Tech. Auditor
Juvenile Services	1 Director
Library Services	1 Director 2 Admin of Fiscal Services

Parks, Recreation & Tourism	1 Director 2 Assistant Director-Recreation 3 Administrator of Parks
Planning, Department of	1 Director 2 Comprehensive Planning Mgr. 3 Manager of Current Planning
Police	1 Chief of Police Assistant Chief of Patrol (Community Operations) 2 3 Assistant Chief of Investigations 4 Assistant Chief of Support
Public Works	1 Director 2 Assistant Director 3 Administrator, Solid Waste
Purchasing	1 Director 2 Deputy Director 3 Business Analyst C 4 Buyer
Schools	1 Supervisor, Security 2 Executive Director, Transportation
Risk Management	1 Risk Manager. 2 Safety Manager 3 Sr. Claims Tech/Adjuster
Treasurer	1 Treasurer 2 Admin Deputy
VA Cooperative Extension Services	1 Extension Agent 2 Extension Agent
Vehicle & Equipment Services	1 Director 2 Administrative Manager 3 Operations Superintendent
Waterworks	1 Director 2 Assistant Director 3 Facilities Manager

Adopting Resolution

sdm13785

RESOLUTION NO. 12855-15

A RESOLUTION ADOPTING AN UPDATED EMERGENCY OPERATIONS PLAN AND DIRECTING THE CITY MANAGER, AS THE CITY'S DIRECTOR OF EMERGENCY MANAGEMENT, TO TAKE ACTIONS NECESSARY TO IMPLEMENT SAID PLAN.

WHEREAS, the Virginia Emergency Services and Disaster Law of 2000, as amended, specifically Section 44-146.19 of the Code of Virginia, requires each locality in the state to prepare and keep current an emergency operations plan which includes at minimum: 1) the responsibilities of all local agencies; 2) an established chain of command; 3) a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in § 19.2-11.01, as well as current contact information for both; and 4) since parts of the City are within 10 miles of a nuclear facility, an appropriate emergency plan for response to nuclear accidents at such facility; and

WHEREAS, under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, specifically 42 U.S.C. § 5133, 42 U.S.C. § 5165, and 42 U.S.C. § 5170c, a locality must adopt an emergency mitigation plan which describes actions to mitigate hazards, risks, and vulnerabilities identified under the plan and establishes a strategy to implement those actions in order to retain the locality's eligibility to receive a full share of federal grants earmarked for emergency preparedness and mitigation of hazards; and

WHEREAS, an emergency operations plan ("the Plan") for the City of Newport News and its citizens has been developed, consistent with the Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, and the Stafford Disaster Relief and Emergency Assistance Act and federal regulations adopted pursuant thereto, as amended, to be implemented in the event of an emergency or disaster; and

WHEREAS, the Plan is embodied in that certain document, with its appendices, entitled: "Comprehensive Emergency Management Framework, Emergency Operations Plan, Volume 4, Response Framework," a copy of which is on file with the Clerk of the Council.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Newport News, Virginia:

1. That it hereby adopts the Plan entitled "Comprehensive Emergency Management Framework, Emergency Operations Plan, Volume 4, Response Framework."
2. That the City Manager, as the City's Director of Emergency Management, is hereby authorized and directed to develop and implement the organization and perform assigned tasks as set out in said Plan.
3. That the City Manager, as the City's Director of Emergency Management, is hereby

responsible to continually monitor the provisions of the Plan, and is empowered to coordinate with appropriate officers and departments of the City of Newport News, Virginia, and other agencies and organizations to develop recommendations to Council for amendments to the Plan.

4. That this resolution shall be in effect on and after the date of its adoption, October 27, 2015.

PASSED BY THE COUNCIL OF THE CITY OF NEWPORT NEWS ON OCTOBER 27, 2015

Mabel Washington Jenkins, MMC
City Clerk

McKinley L. Price, DDS
Mayor

A true copy, teste:

Mabel Washington Jenkins
City Clerk

Responsibilities Matrix

INDEX: P: Primary/Lead S: Support C: Coordinating/Liaison	- Agriculture, Natural and Cultural Resources	- Communications	- Emergency Management	- Emergency Public Information	- Energy	- Evacuation	- Fire Services	- Hazardous Materials	- Law Enforcement and Security	- Logistics and Resource Management	- Mass Care	- Public Health and Medical Services	- Public Works and Engineering	- Search and Rescue	- Transportation
Amateur Radio (HAMS)		C													
American Red Cross											S				
Bon Secours Mary Immaculate Hospital												S			
Budget and Evaluation										S					
City Attorney			S												
City Department Heads			S							C					
City Manager			S												
Codes Compliance	S												S		
Communication and Community Relations Office		S		P											
Communications Division (911)		S													
Communications Service Providers		C													
Community Services Board											S				
Compressed Gas Suppliers					C										
Dominion Power					S										
Emergency Management		S	S	S		S	S			S	S				S
Emergency Mangement Director			P												
Engineering						S							P		P
Fire						S	P							P	
Fire (EMS)												S			
Fire (Fire Marshal)								S	S						

INDEX: P: Primary/Lead S: Support C: Coordinating/Liaison	- Agriculture, Natural and Cultural Resources	- Communications	- Emergency Management	- Emergency Public Information	- Energy	- Evacuation	- Fire Services	- Hazardous Materials	- Law Enforcement and Security	- Logistics and Resource Management	- Mass Care	- Public Health and Medical Services	- Public Works and Engineering	- Search and Rescue	- Transportation
Fire (Hazmat and Bomb)								P							
Ft Eustis							S								
Gasoline/Diesel Fuel Providers					C										
Health, VA Dept of	S							S			S	P			
Human Services											P				
Information Technology		P		S											
Local Cultural Organizations	C														
Local Health Care Providers												C			
Local Veterinarians	C														
Newport News Shipyard							S								
Newport News Television (NNTV)				S											
Newport News/Williamsburg International Airport (PHF)							S								
Operation Blessing International (OBI)										S					
Parks, Recreation and Tourism	P					S			S				S	S	
Planning	S														
Police						P			P					S	P
Public Works					P	S		S					P		S
Public Works (Security Div)									S						
Purchasing										P					
Riverside Regional Medical Center												S			
School Administration											S				S
Sentara Port Warwick												S			

	INDEX: P: Primary/Lead S: Support C: Coordinating/Liaison														
	- Agriculture, Natural and Cultural Resources	- Communications	- Emergency Management	- Emergency Public Information	- Energy	- Evacuation	- Fire Services	- Hazardous Materials	- Law Enforcement and Security	- Logistics and Resource Management	- Mass Care	- Public Health and Medical Services	- Public Works and Engineering	- Search and Rescue	- Transportation
Sheriff						S			S						
VA Dept of Emergency Management (VDEM)							S								
VA Natural Gas					S										
Vehicle and Equipment Services															S
VOAD-(Vol Orgs Active in Disasters)										C	C				
Waterworks (Public Utilities)													S		